



Savernake Parish Council

Planning Procedure Policy

1. Introduction

When a Planning Application is submitted to Wiltshire Council, the appropriate Town or Parish Council is notified to ascertain their views, based on local knowledge.

2. Process

The following steps are taken when Savernake Parish Council (SPC) are notified of a new Application within the parish.

If timescale allows the application will be discussed and SPC's response agreed at a Parish Council meeting.

If this is not the case, i.e. because there will not be a Parish Council meeting within the required response time, the following procedure will be adopted.

- a) Chair nominates a Councillor to take the lead on the new Planning Application depending on location/local knowledge. (Preferred within timescale 1 week)
- b) Nominated Councillor reports back to other Councillors with their views on that particular matter. (Preferred timescale within 1 week)
- c) Chair collates responses and drafts a response to the Planning Application.
- d) Chair circulates draft response to other Councillors to obtain their agreement/suggestions.
- e) Once the proposed official response has been agreed by a majority of the Councillors, the Chair will submit it on the Council Planning Portal website on behalf of SPC
- f) A log is kept of planning applications received and the Council's response to them, reporting to council meetings on their status.

3. Parishioner Comments.

There is a link on the Savernake Parish Council website to the Wiltshire Council Planning Portal and it will show which have been completed and closed, and those which are still under consultation. Any Parishioner can submit their own response to a particular planning Application while it is still under consultation.